

**PRIOR YEAR
SOCIAL SECURITY
CARD REQUESTS****NEW YEAR'S REMINDER:**

Social security card requests may be processed for children born during the same calendar year – with the exception of the month of January. During January 2003, requests processed via the enumeration-at-birth program will be accepted for both 2002 and 2003 births.

After January 31, 2003, the Registry will not process social security requests for a baby born in 2002. Parents must apply individually at their local SSA office.

**HANDY
WEB SITES**

The Internet has become a standard reference tool in most hospital facilities and the offices of City and Town Clerks. The following Internet addresses contain Information that you may find helpful in completing birth certificate data.

MA Secretary of State: (notary public)
<http://www.mass.gov/sec/pre/prenot/notgde.htm>

US Department of State:
<http://www.state.gov/>

MA Dept of Public Health:
<http://www.mass.gov/dph/>

MA Registry of Vital Records and Statistics:

<http://www.mass.gov/dph/bhsre/rvr/rvr.htm>

Massachusetts General Laws:
<http://www.mass.gov/legis/laws/mgl>

MassCHIP: (community health statistics)
<http://masschip.state.ma.us>

TECHNICAL SUPPORT

Registry of Vital Records and Statistics
150 Mt.Vernon St., 1st FL
Dorchester, MA 02125-3105

Hospital Support (617) 740-2605
Natality Unit FAX (617) 740-2713

To Order

Registry Forms:

Telephone:

(617)740-2637

FAX: (617)740-2712

Email

pedro.fidalgo@state.ma.us

Data downloads

Haile

617)740-2644

hailekiros.gebreegziabher@state.ma.us

Gebreegziabher

Staff Support

Telephone

Email

Pauline McNulty

(617)740-2623

pauline.mcnulty@state.ma.us

Paul Budrow

(617)740-2681

paul.budrow@state.ma.us

Karin Barrett

(617)740-2621

karin.barrett@state.ma.us

Jane Purtill

(617)740-2625

jane.purtill@state.ma.us

Genesis Systems

(717)909-8500

(24 hr/7 day a week pager)

Legal Registration Support

June Deloney

(617)740-2665

june.deloney@state.ma.us

Vital Regulation

Email legal support

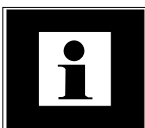
vital.regulation@state.ma.us

Social Security Inquiries/Fetal Death Issues/Stillbirth Certificate

Annie B. Hobbs

(617)740-2624

annie.hobbs@state.ma.us



Information

DATE FORMAT: 03/05/2002

Booth

EUROPEAN (DD/MM/YYYY)

OR

AMERICAN? (MM/DD/YYYY)

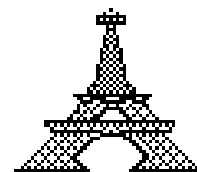
Is this date March 5, 2002 or is it May 3, 2002?

Interpretation of a numeric date field can vary dramatically according to the format used by a parent.

A misunderstanding of date format can lead to incorrect dates, usually on the parent date of birth field. Birth records have had wrong dates of birth because the numeric format can be ambiguous: month and day can be reversed if the European format is **intended**, but the date is **interpreted** in American format. When parents notice this type of error, usually it is too late – the record may already have been recorded by the City/Town Clerk. If this situation occurs, a formal affidavit and correction process at the Clerk's office must be used to correct the record.

The most accurate way to record any date of birth is to use an alphabetic format – it avoids format mistakes and cultural misunderstandings.

Please note that the *Manual for Completing the Standard Certificate of Live Birth* recommends the use of alphabetic full or abbreviated name of month, (e.g. Jan, Feb, and March). It advises to never use numeric designation for month, specifically to avoid this type of ambiguous situation.



PATERNITY PROGRAM REQUIRES PARENT SOCIAL SECURITY NUMBERS

Parents are required to provide their own social security number(s) on the *Parent Worksheet for Birth Certificates*. This requirement is mandated by the Taxpayer Relief Act of 1997, and application for a child's social security card must contain the parent(s) social security number(s). This information is sent to SSA with the newborn's electronic application. The *Parent Worksheet for Birth Certificates* outlines the procedure for parents and explains the reasons for this data collection.

Please note that obtaining parent social security numbers is also a legal requirement of the Paternity Acknowledgment program. These numbers are collected on Screen 1 and Screen 3 of EBC, and then are printed on the appropriate form, either the *Voluntary Acknowledgment of Parentage* and/or the *Affidavit of NonPaternity*.

If parents cannot provide their social security numbers, for whatever reason, they may not participate in the Voluntary Acknowledgment program.

Please call the Registry if any unusual circumstances require discussion.

BEST PRACTICES: ITEM 17C

At times, a birth record is prepared at a hospital facility and the informant is not available to sign the record immediately. In these cases, it is best to leave item 17C, "Date Signed", blank. This field can be hand written with black ink when the informant actually signs the record.

Please remember that the month must be the full name or alpha abbreviation and the year must be in four digits.



RECORDING NEWBORN TRANSFERS IN EBC

Newborn transfer information has come under close scrutiny recently because of an increase in DPH programs that use this information. Universal Newborn Hearing Screening, FIRSTLink, Birth Defects, and Newborn Metabolic Screening are all programs that rely on the accuracy of this EBC data to identify and locate newborns at-risk. On Screen 6 in EBC, two questions are asked about newborn transfers. The first question is, "Baby transferred out?" A "yes" answer to this question is required if the newborn has been transferred out of the original birthing hospital. The answer may be either a recognized facility number (2341, 2339) or the first four characters of the facility name.

1. Caritas Good Samaritan	Brockton	2311
2. Caritas Norwood Hospital,	Norwood	2114
3. Caritas St Elizabeth's Medical Center	Boston	2085

It is recommended that the answer be entered as the facility number because hospital names often change but the facility number remains constant. For instance, the name of New England Medical Center recently changed to "Tufts – New England Medical Center – but the facility number remains 2299.

If the answer to the "baby transferred out?" question is "N", a second question pops-up. The second question asks if the child was transferred internally to the NICU or SCU. If the answer is "Yes", the facility number of the birthing hospital is automatically filled in by EBC.

There are 52 birthing facilities in Massachusetts. Enclosed with this Newsletter is a copy of the Massachusetts Transfer Birthing Hospital List in alpha order that provides you with the correct titles and facility numbers of birthing hospitals. Additionally, Children's Hospital, Boston and North Shore Children's Hospital, Salem have been added to this list because they are often a transfer hospital for newborns. Finally, 0080 must be used as the numeric designation if the transfer was to an out of state hospital.